

Corrections Officer

Washtenaw County Sheriff's Office

OPENING DATE: 1 Jul 06

CLOSING DATE: Open until filled

CONTACT PERSON: Human Resources

TELEPHONE: 734-973-4650

EXTENSION:

E-MAIL: wcsahr@ewashtenaw.org

WEBSITE LINK: www.ewashtenaw.org

COMMENTS: Corrections Officer - Job Summary:

The Corrections Officer is responsible for all activities relating to the safe and secure operation of the jail. This includes all inmate activities from intake to release, and various duties related directly to inmate affairs. Persons in this position will be responsible for:

Basic Security:

Cell Checks

Searches

Contraband Control

Perimeter Checks

Inmate Discipline

Supervision of inmate details

Inmate Booking:

Intake Process

Release Process

Inmate Transport:

Courts

Prisons and other locations

Medical & Food Facilities:

Medical Responsibilities

Food Service Responsibilities

Visiting:

Processing Visitors

Visual Checks

Inmate Escort

Inmate Mail:

Mail Inspections

Mail Distribution

Electronic Monitoring:

Corrections Officers are responsible for the proper working of the electronic control panel which operates all doors, lights, communications system, and the fire detection system in each living area.

Working Conditions:

This position is a seven (7) day per week, twenty-four (24) hour per day operation. Work schedules will include nights, weekends, holidays and unanticipated overtime. This position involves contact with people harboring potentially communicable diseases. May be assigned to any Department Division (Corrections, Police Services, Support Services or Administration) or any specialized unit, as needed for the overall good of the organization and its efficient and effective operation.

Education Requirement:

Possess a High School Diploma or completion of the General Equivalency Diploma (G.E.D.).

Completion of college courses from an accredited college or university is preferred.

Required Skills & Abilities:

Ability to exercise independent, good judgment.

Ability to think quickly.

Copy accurately and speak clearly and concisely.

Ability to remain calm during stressful situations.

Ability to effectively communicate and interact with various types of people.

Ability to perform tasks requiring physical endurance and agility under frequently adverse conditions.

Physical Requirements:

The Corrections Officer position requires reaching, sitting, talking, walking, hearing, seeing, standing, kneeling, crawling, and handling large amounts of weight.

Minimum Qualifications:

Eighteen (18) years of age to apply

Valid Michigan Operator's license

Successful completion of the Michigan Commission on Law Enforcement Standards (MCOLES) pre-enrollment written test scoring in the "A" or "B" band (scores are valid indefinitely)

Successful completion of the Michigan Commission on Law Enforcement Standards (MCOLES) physical agility test (scores are valid for one-year)

No felony convictions

Salary Range:

\$32,189.55 - \$50,449.81 annually

Starting salary of \$38,042 for incumbents with a bachelor's degree or higher, or two years of full-time continuous Corrections Officer work experience, or four years of active-duty military experience

What is the next step if I want to apply?

Applicants must meet the minimum qualifications prior to submitting an application for employment to the Human Resources Office.